




INFORMATION REPORT

TO:	Chair and Members Open for Business Sub-Committee
COMMITTEE DATE:	October 26, 2023
SUBJECT/REPORT NO:	New Additional Dwelling Unit Team (PED23229) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Jorge M. Caetano (905) 546-2424 Ext. 3931
SUBMITTED BY:	Alan Shaw Director, Building and Chief Building Official Planning and Economic Development Department
SIGNATURE:	

COUNCIL DIRECTION

Not applicable.

INFORMATION

Background

The Building Division has seen an increase in both inquiries and permit applications for the creation of an additional dwelling unit in a house or as a detached dwelling in the rear yard. This Information Report will explain to the Open for Business Sub-Committee on how the Building Division is addressing this issue.

Observations and Issues

On June 12, 2023, the Building Division created a new Additional Dwelling Unit team that will aid those applicants wishing to create an additional dwelling in their home or construct a detached secondary dwelling in their backyard. At the present time this team is comprised of 5 full time Plan Examiners who will handle all Additional Dwelling Unit permit applications. By having a dedicated team, the Building Division will be able to develop a group of specialized staff members that can answer Additional Dwelling Unit inquiries in a timely manner and that are able to expedite Additional Dwelling Unit building permit applications.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

In addition to creating this new team our division has also carried out, or we are in the process of carrying out, the following:

- Currently developing an Additional Dwelling Unit website.
- Developing brochures for the general public.
- A dedicated phone extension (905-546-2424 ext. 5117) and email address (aduteam@hamilton.ca) has been created so that customers can inquire directly with the Additional Dwelling Unit Team.
- Staff reached out to the Hamilton Additional Dwelling Unit Facebook Group to advise them of our division's new Additional Dwelling Unit team. This Group has included this information on their site; and,
- Developing Plan Review guides for staff to ensure consistency in applying Ontario Building Code requirements.

Outcome

By having this dedicated team our division is able to have staff who are experts on the permit requirements for Additional Dwelling Units. This will provide applicants and homeowners with a one-stop source for obtaining information on the regulations for creating an additional dwelling unit, information on the permit process, and expediate permit issuance.

APPENDICES AND SCHEDULES ATTACHED

Not applicable.